

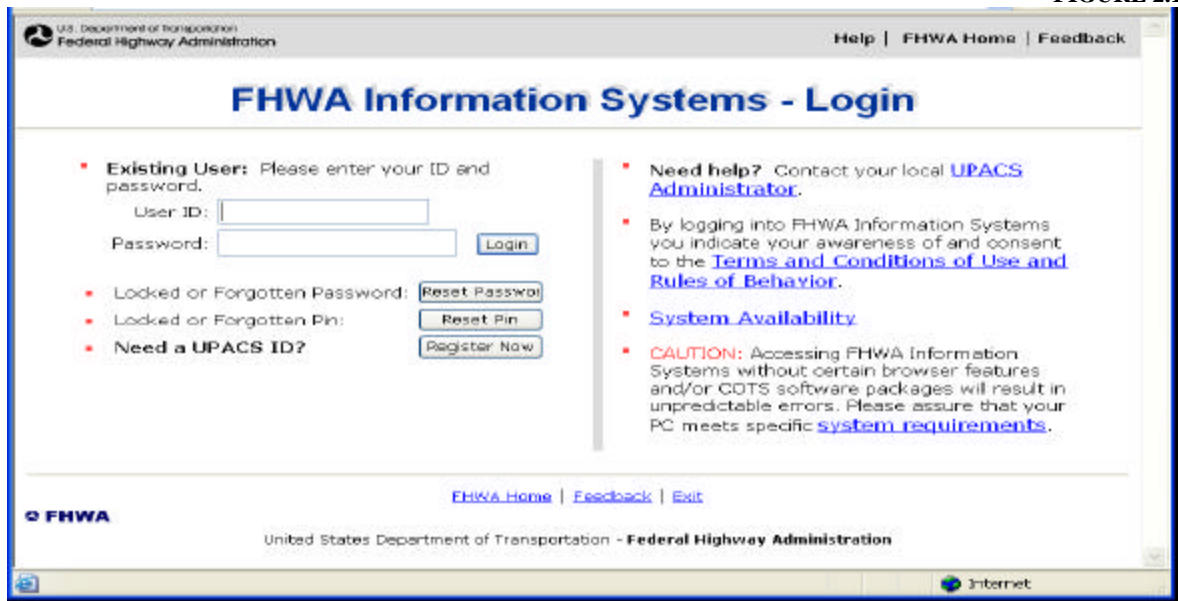
CHAPTER 2 FMIS ACCESS

The FMIS is accessed from the FHWA Extranet via UPACS. Users must login using the following instructions.

2.1 LOGIN


From the FHWA Information Systems - Login screen as shown in FIGURE 2.1 below, the user must enter a valid user ID and password and then click LOGIN. Also, the password and PIN may be changed from this screen.

FIGURE 2.1

The screenshot shows the 'FHWA Information Systems - Login' web page. At the top, there is a header with the U.S. Department of Transportation logo and 'Federal Highway Administration' text, along with links for 'Help', 'FHWA Home', and 'Feedback'. The main title 'FHWA Information Systems - Login' is centered. Below the title, there are two columns of content. The left column contains a login form with fields for 'User ID:' and 'Password:', a 'Login' button, and links for 'Reset Password', 'Reset Pin', and 'Register Now'. The right column contains a 'Need help?' section with a link to the 'UPACS Administrator', a paragraph about logging in and consent to terms, and a 'System Availability' section with a 'CAUTION' note about browser features and system requirements. At the bottom, there is a footer with the FHWA logo, 'United States Department of Transportation - Federal Highway Administration', and links for 'FHWA Home', 'Feedback', and 'Exit'. The browser's address bar shows 'Internet'.

After entering the appropriate information and the Login button is clicked, the Production screen is launched as shown in FIGURE 2.1A. The user must click FMIS4 to enter the FMIS production environment.

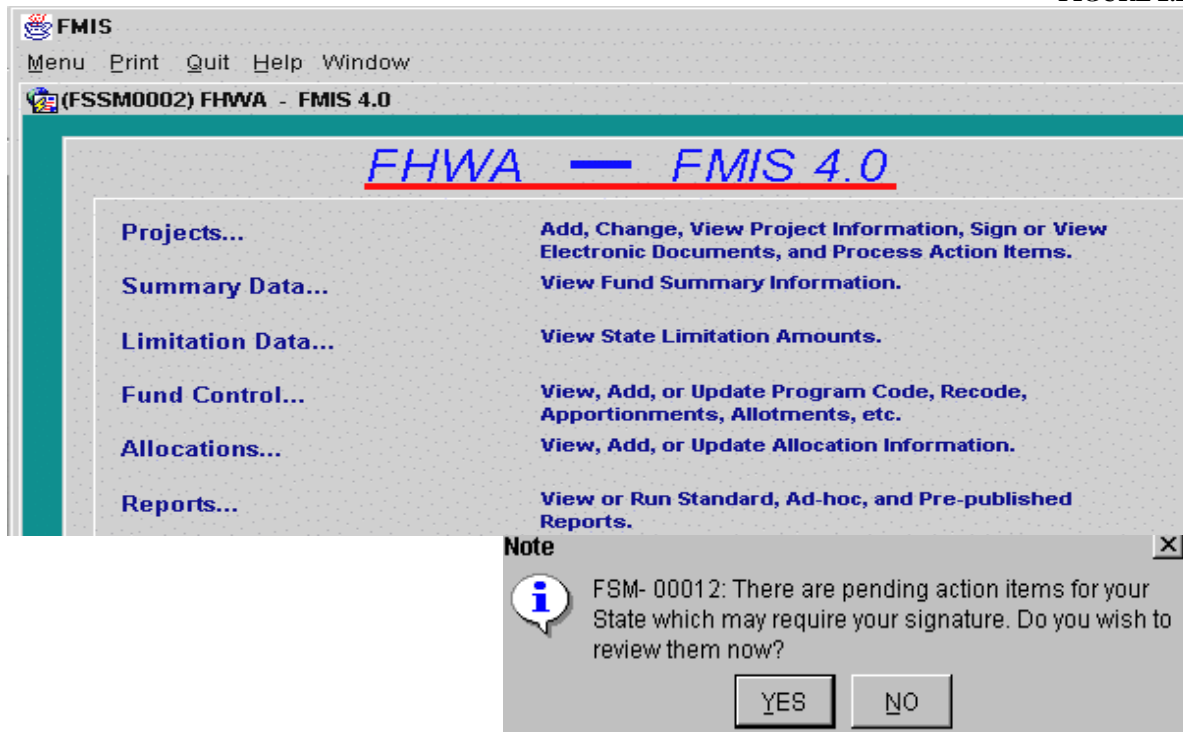
FIGURE 2.1A

The screenshot shows the 'FHWA Information Systems - Production' web page. The title 'FHWA Information Systems - Production' is at the top. Below it is a blue navigation bar with links for 'What's New', 'FAQ', and 'Other Systems'. The main content area features a large 'FMIS4' link, followed by the text 'Fiscal Management Information System'. To the right of this text are 'Info' and 'Contacts' buttons. The browser's address bar shows 'Internet'.

2.2 FMIS MAIN MENU ACCESS

The FHWA-FMIS 4.0 main menu is launched as shown in FIGURE 2.2. If the user's ID is identified with authority to update, there may be projects pending approval. In this case, a pop-up message, which allows users to view pending projects, is shown. Click YES to access pending actions (see Chapter 3) or NO to select from the Main Menu.

FIGURE 2.2

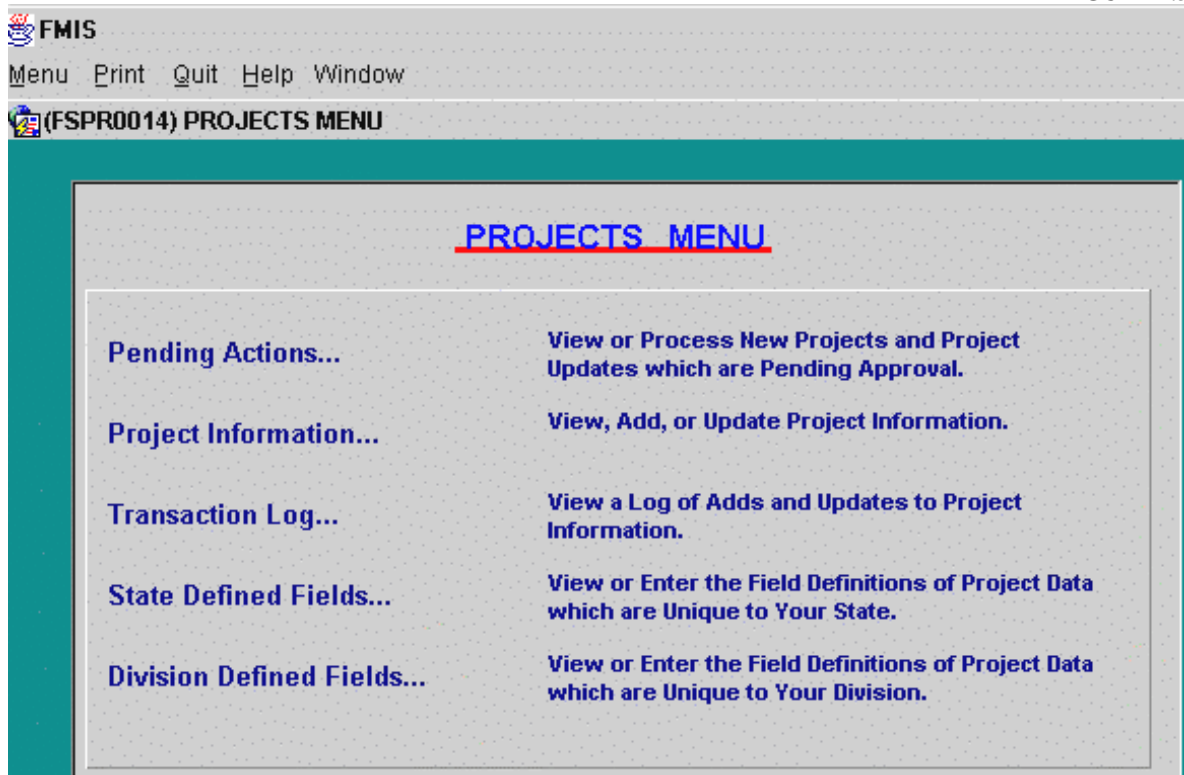


The pop-up message does not display when there are no pending actions or if the user does not have project update authority. The first selection item from this screen is PROJECTS. The other selections - SUMMARY DATA, LIMITATION DATA, FUND CONTROL, ALLOCATIONS and REPORTS, are discussed in later Chapters.

2.3 PROJECT MENU

To access the PROJECTS MENU (FIGURE 2.3), click PROJECTS. The user may select either PENDING ACTIONS to access projects pending approval or PROJECT INFORMATION to view, add or update a Project Status Record (FHWA-37). Project Information data fields are discussed in Chapter 3. State Defined Fields, Division Defined Fields and Transaction Log are discussed in Chapters 4 and 5.

FIGURE 2.3



2.4 PENDING ACTION LIST

The PENDING ACTION LIST (FIGURE 2.4) can be accessed from the PROJECTS MENU or, as mentioned previously, when the pending action message is prompted from login. The Cost Center must be selected; then click OPEN. The FHWA Area is optional. Projects may be sorted by:

- Project ID,
- Signature Needed,
- Oversight, or
- Last Action Date.

The default is by Project ID.

Display the list of projects needing approval signatures by selecting Items needing State action, Items needing Division action, or all pending actions. To view a project, highlight the appropriate line; then click VIEW PROJECT INFORMATION. A project can be deleted by clicking DELETE on the toolbar, only if there are no approval signatures on the project.

FIGURE 2.4

FMIS 4.0

Menu Print Quit Help Window

(FSPR0015) PENDING ACTION LIST

Open Delete View Project Information

Pending Action List

Cost Center 00 AL FHWA Area Sort By Project ID Display All pending action items

Project ID	State Project #	Signature Needed	Project Oversight	Last Action Date	Federal Funds Change + (or -)
0116(010)		Division Review Signatur		12/19/2001	\$67,348.02
2120(567)		State Certification Signat		03/12/2002	\$0.00
2211(345)		State Certification Signat	OTHER	03/13/2002	\$0.00
JKKQ(290)		State Certification Signat		02/26/2002	\$3,477,701.00